

CITY OF BURBANK

SENIOR CONSERVATION ADVISOR

DEFINITION

Under direction, to supervise, plan, develop, and coordinate the implementation of an ongoing utilities conservation program; to provide technical assistance to commercial businesses, industry, government, schools, and residents in the efficient use of electrical power and water; and to do related work as required.

ESSENTIAL FUNCTIONS

Develops and implements program plans for energy and water conservation activities; analyzes customer needs to recommend conservation techniques and energy efficient systems; appears before consumer groups and other to promote energy and water conservation and alternative energy sources; prepares and supervises the preparation of periodic and special reports and studies on unit activities; investigates and prepares detailed reports on the energy and water conservation opportunities available to large or moderately sized businesses, business complexes, and institutions; performs financial analyses of conservation options to meet the needs of the customer; coordinates the implementation of immediate and longer term conservation plans, including regular monitoring and reporting of progress; resolves major consumer complaints; monitors and advises department management on legislation, regulations, and technological changes affecting water and electrical conservation; assists in the budget preparation and expenditure control of the section; supervises, trains, and evaluates employees; makes effective recommendations regarding hiring, promotions, and transfers; effectively recommends disciplinary action as needed up to and including terminations; drives on City business.

MINIMUM QUALIFICATIONS

Employment Standards:

- Knowledge of - the principles and techniques of energy and water conservation; the principles and practices of sound personnel management and supervision.
- Ability to - communicate effectively both orally and in writing; plan, direct and evaluate the work of others; establish and maintain effective working relationships with supervisors, fellow employees, and the public.

Education/Training: Any combination of education and/or experience that has provided the knowledge, skills, and abilities necessary for acceptable job performance as determined by the City. Example combination includes, but is not limited to two years of professional experience in conservation strategy, program development and implementation, and graduation from an accredited college with a degree in public administration, business administration, engineering, or closely related field. NOTE: Responsible technical or professional experience in a utility may be substituted for the required education on a year-for-year basis for a maximum of two years.

License & Certificates: A valid California Class "C" driver's license or equivalent at time of appointment.

SUPPLEMENTAL INFORMATION

None.